

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 January 1953

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

**CONFIDENTIAL**

Submitted herewith is the report for the week ending January 22nd:

1. The remodeling in Wing A of Alcott Hall is progressing, and the space should be ready for the course which we are proposing to start on 11 February. Before announcing this course, however, I think we should be clear that Personnel will start directing new professional employees to the school. I am doubtful that there will be a sufficient number of J.O.T's and presently employed Agency personnel to compose a full class. We have a tentative schedule prepared for the February course, and it does not appear that the overlap of classes will cause too much difficulty.

2. The Training Liaison Officer of OCD [redacted] reported to me some comments made in his office about the BIC. They were:

a. A proposal that all trainees receive a briefing on OCD facilities.

b. The suggestion that administrative problems arising in intelligence work be presented to the trainees.

c. The suggestion that the relationship of CIA Offices be brought out.

d. The hope that new employees would derive a sense of being members of the Agency and not feel that they were still beyond the portals.

I believe that we are fulfilling these points pretty well in the course. For the present class we have made arrangements for the trainees to be briefed in groups of eight on the services of OCD. In several sessions administrative problems are discussed, and the relationships of CIA Offices are frequently commented upon. I think, too, that the great majority of trainees will consider themselves by the end of the course to be accepted members of the lodge.

3. The Reading Improvement Branch started one covert and three Agency classes on 19 January, and beginning 26 January three retention programs will be scheduled each week.

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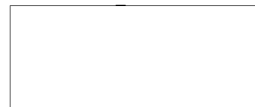


The branch has received excellent cooperation from the Support Staff in the purchase of urgently needed equipment.

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4. The Reading Improvement Branch is currently conducting the following classes:

	STUDENTS
PT Section I	14
PT Section II	14
Covert - Section I	18
Agency - Section I	16
Agency - Section II	17
Agency - Section III	17
Make-up Class	$\frac{4}{100}$ Total



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OTR/HMS:eb

Distr:

Lab - 1  
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